



# Watercraft/Outboard Motor Titling & Registration

**Reminder:** Make sure you have **COMPLETED OR INCLUDED** the items listed below with your application, if applicable. Instructions for titling and registration of Watercraft and Outboard Motors are outlined on the back of this page. Follow the instructions that apply to your situation.

- \_\_\_\_\_ **Applications must be signed** by the applicant.
- \_\_\_\_\_ **Co-owners signature is required** on front of application, if co-owner's name appears on Bill of Sale or is added using the Co-owner Form provided on back of application.
- \_\_\_\_\_ **Bill of sale must be signed by the seller** and **seller's signature must be notarized**. Bill of sale must be filled out completely from seller to purchaser with purchase price. If watercraft and outboard motor were purchased from different individuals, a separate Bill of Sale is required for each. (Bill of Sale form is located on back of title or application.)
- \_\_\_\_\_ **Co-owner Form**, on back of application, is required to add co-owner, if co-owner's name is not on the Bill of Sale.
- \_\_\_\_\_ **Casual Excise Tax** is due when watercraft or outboard motor is acquired from an individual.
- \_\_\_\_\_ **Use Tax** is required when a watercraft or outboard motor is purchased from an out of state dealer.
- \_\_\_\_\_ **Tax Exempt Form** (located on back of application) may be submitted if the watercraft or outboard motor is acquired from immediate family.
- \_\_\_\_\_ **Enclose appropriate fee.**

(False statements within applications and bills of sale are punishable pursuant to section 50-23-270)

**REMINDERS:**

- If you purchase or take for trade-in a watercraft or outboard motor and the title is lost, **verify** with Boat Titling & Registration or the state where the watercraft/outboard motor was last titled in: **1)** that the title is in the seller's name and **2)** that no liens are active on the title and property taxes are paid up to date in the county in which the seller resides.
- If you purchase or take for trade-in a watercraft from out of state and the registration card is lost, **verify** with the state that the watercraft was last registered in, that the registration card is in the seller's name
- If you purchase a watercraft or outboard motor **verify** that the hull identification number, the registration number and the serial number, match the paperwork on the watercraft and/or outboard motor.
- If you **find a watercraft** or outboard motor or if one **has been abandoned on your property** call Boat Titling & Registration at 803-734-3857 within 10 days.

**LATE FEES FOR WATERCRAFT AND OUTBOARD MOTOR APPLICATIONS/REGISTRATIONS**

- **A \$15.00 late fee** is required if application for a new or used watercraft/outboard motor is **not received within 30 days of purchase. The late fee is applied on the 31st day after the purchase.**
- **A \$15.00 late fee** is required if application for registration renewal is **not received within 30 days after registration expires. The late fee is applied on the 31st day after the expiration date of the watercraft decal.**
- **Late fees for S.C. permitted marine dealers are not required.**

## WATERCRAFT

- S.C. Law prohibits the sale or purchase of watercraft without a valid title issued in the seller's name to assign over to the purchaser at the time of sale.
- **All watercraft are required to be registered and titled except:** Documented Vessels, Windsurfers, Watercraft propelled only by human power with oars, paddles or similar devices.
- All sailboats are required to be titled. The fee is \$10.00 for each title. Sailboats with propulsion devices must also be registered.
- Watercraft purchased from another titling state, must be titled in the seller's name in that state before a new registration and title can be issued in South Carolina.
- An individual moving to South Carolina from another titling state must have a valid watercraft title in their name before the title and registration of the watercraft can be issued in South Carolina.
- **Watercraft Titling States:** California, District of Columbia, Florida, Illinois, Indiana, Iowa, Kentucky, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Dakota, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin. **Optional Titling States:** North Carolina, Mississippi. If you have questions about the state's requirements, contact SCDNR at 803-734-3857.

**HOW TO PENCIL TRACE THE HULL IDENTIFICATION NUMBER OF A WATERCRAFT**

- Take a piece of paper and trace the Hull Identification Number which is on the outside of the transom of the boat on the right side above the waterline, if traceable.

**TEMPORARY CERTIFICATE FOR WATERCRAFT**  
NEW - PURCHASED FROM MARINE DEALER

- Purchaser may operate a new watercraft on a completed temporary certificate and a copy of the bill of sale for 60 days from the date of purchase.

**USED - PREVIOUSLY REGISTERED AND/OR TITLED IN SC OR ANOTHER STATE**

- You **must** have an unexpired registration decal properly displayed on the bow of the watercraft in order to operate.
- Individual may operate a previously registered (unexpired) watercraft on a completed temporary certificate and a copy of Bill of Sale for 60 days from the date of purchase.

**The TEMPORARY CERTIFICATE and BILL OF SALE must be on board during operation.**

# OUTBOARD MOTOR

- S.C. Law prohibits the sale or purchase of an outboard motor without a valid title issued in the sellers name to assign over to the purchaser at the time of sale.
- All outboard motors five (5) horsepower and greater are required to be titled since July 1, 1974.
- Purchaser may operate a new or previously titled used outboard motor for up to sixty (60) days from the date of purchase with a notarized bill of sale on board during operation.
- Outboard Motors purchased from another titling state, must be titled in the seller's name in that state before a new title can be obtained in South Carolina.
- An individual moving to South Carolina from another titling state must have a valid motor title in their name before the title can be transferred to South Carolina.
- **Outboard Motor Titling States:** Mississippi, Missouri, Ohio, Oklahoma, Texas and Utah

## HOW TO PENCIL TRACE SERIAL AND MODEL NUMBER OF OUTBOARD MOTOR

- Take a piece of paper and pencil trace the serial and model number plate on the transom of the motor, if traceable.

# PERMITTED MARINE DEALER

- If you purchase a new or used watercraft from a permitted marine dealer in South Carolina the dealer should have a marine dealer permit on display for the current year issued by the South Carolina Department of Natural Resources.
- The Marine Dealer is required to have all necessary documents. The dealer **MUST** submit applications to SCDNR Boat Titling and Registration Office within 30 days from date of purchase. **Late fees for S.C. permitted marine dealers are not required.** Marine Dealer will follow the instructions that apply to each situation.

# REGISTRATION AND TITLING INSTRUCTIONS

## FOLLOW INSTRUCTIONS BELOW AND PROVIDE DOCUMENTS THAT APPLY TO YOUR SITUATION:

### 1) S.C. REGISTRATION AND WATERCRAFT TITLE - TRANSFER

- A) TITLE in the seller's name. If the seller has lost his title, he must apply for a duplicate title by completing the certified true Bill Of Sale found on back of application. It must be signed, notarized and include the additional \$5.00 fee.
- B) BILL OF SALE, completed, signed and notarized.
- C) When purchasing a watercraft from an individual, you are required to pay Casual Excise Tax. The tax is 5% of the purchase price up to \$6,000.00. Anything over \$6,000.00 caps at \$300.00 Casual Excise Tax fee. Please include this fee along with your transfer fee. If purchasing from a dealer taxes are collected by the dealer. If boat and motor are purchased as a unit it is 5% of the total purchase price.
- D) COMPLETED AND SIGNED APPLICATION
- E) FEE OF \$16 to transfer Registration and Title. An additional fee of \$30 is required if the seller's registration has expired. If the seller's registration is nearing expiration, you may include a \$30 fee to extend your registration for 3 years.
- F) LATE FEES - (See page 1 for instructions.)

### 2) S.C. OUTBOARD MOTOR TITLE - TRANSFER

- A) TITLE in the seller's name - If the seller has lost his title, he must apply for a duplicate title by completing the certified true Bill Of Sale found on back of application. It must be signed, notarized and include the additional \$5.00 fee.
- B) BILL OF SALE, completed, signed and notarized.
- C) When purchasing an outboard motor separately from an individual, there is no cap. You are required to pay Casual Excise Tax. The tax is 5% of the purchase price. Please include this fee along with your transfer fee. If purchasing from a dealer taxes are collected by the dealer.
- D) COMPLETED AND SIGNED APPLICATION
- E) FEE OF \$10 to transfer title.
- F) LATE FEES - (See page 1 for instructions.)

### 3) ESTATES - Personal representative forms must be **original** or **true certified copy** and bear the raised seal of probate court.

- A) The administrator or personal representative must submit the PROBATE FORM giving the authority to act for the estate. If there is more than one administrator or personal representative, then each person must sign the probate form.
- B) Personal representative gives purchaser a SIGNED/NOTARIZED BILL OF SALE for watercraft/outboard motor. This does not apply if the watercraft/outboard motor is kept by the personal representative. If there is more than one administrator or personal representative, then each person must sign the notarized Bill Of Sale.
- C) Original watercraft/outboard motor TITLE IN THE DECEASED NAME. If the title is lost, personal representative must complete APPLICATION FOR DUPLICATE TITLE (Fee \$5 each)
- D) Purchaser's CASUAL EXCISE TAX (See 1C) or TAX EXEMPT FORM if purchased from immediate family. (See Tax information on page 4 of instructions)
- E) Purchaser completes WATERCRAFT/OUTBOARD MOTOR APPLICATION unless the estate keeps the watercraft/outboard motor, then personal representative completes application.
- F) If there was no will, contact Boat Titling & Registration for an AFFIDAVIT OF INHERITANCE FORM at 803-734-3857.
- G) FEE - (see 1E & 2E for fees)
- F) LATE FEES - (See page 1 for instructions.)

### 4) WATERCRAFT - PREVIOUSLY REGISTERED/TITLED AND/OR PURCHASED FROM ANOTHER STATE

- A) TITLE in seller's name if seller is from a titling state. (See Watercraft Section on page 1 for Titling States.)
- B) CURRENT OWNER'S REGISTRATION CARD, if available, otherwise, provide the registration number.
- C) PENCIL TRACING, if traceable OR DIGITAL PICTURE OF HULL ID NUMBER. (See Watercraft Section on page 1 for instructions.)
- D) BILL OF SALE, signed and notarized.
- E) When purchasing a watercraft from an individual, you are required to pay Casual Excise Tax. The tax is 5% of the purchase price up to \$6,000.00. Anything over \$6,000.00 caps at \$300.00 Casual Excise Tax fee. Please include this fee along with your transfer fee. If purchasing from a dealer taxes are collected by the dealer. If boat and motor are purchased as a unit it is 5% of the total purchase price.
- F) COMPLETED AND SIGNED APPLICATION
- G) FEE OF \$40 for SC Registration and Title
- H) LATE FEES - (See page 1 for instructions.)

# REGISTRATION AND TITLING INSTRUCTIONS (CONTINUED)

## 5) OUTBOARD MOTOR - PREVIOUSLY TITLED IN ANOTHER STATE OR PURCHASED FROM ANOTHER STATE

- A) TITLE in seller's name if you are purchasing from a titling state ( Mississippi, Missouri, Ohio, Oklahoma, Texas or Utah). If you are purchasing from any other state, send a Bill of Sale or statement explaining how the outboard motor was obtained.
- B) PENCIL TRACING, if traceable OR DIGITAL PICTURE OF SERIAL NUMBER on outboard motor. (See page 2 of instructions.)
- C) BILL OF SALE, signed and notarized.
- D) When purchasing an outboard motor separately from an individual, there is no cap. You are required to pay Casual Excise Tax. The tax is 5% of the purchase price. Please include this fee along with your transfer fee. If purchasing from a dealer taxes are collected by the dealer.
- E) COMPLETED AND SIGNED APPLICATION
- F) FEE - \$10 for new title
- G) LATE FEES - (See page 1 for instructions.)

## 6) WATERCRAFT - MOVE HERE FROM ANOTHER STATE

- A) TITLE in your name if you are moving from a titling state. (See Watercraft Section on page 1 for Titling States.)
- B) Provide your CURRENT REGISTRATION CARD, if available, otherwise provide registration number.
- C) PENCIL TRACING, if traceable OR DIGITAL PICTURE OF HULL ID NUMBER. (See Watercraft Section on page 1 for instructions.)
- D) COMPLETED AND SIGNED APPLICATION
- E) FEE OF \$40 for new registration and title

## 7) OUTBOARD MOTOR - MOVE HERE FROM ANOTHER STATE

- A) TITLE in your name if you are moving from titling states (Mississippi, Missouri, Ohio, Oklahoma, Texas or Utah). If you are moving from any other state, send a Bill of Sale or statement explaining how the outboard motor was obtained.
- B) PENCIL TRACING, if traceable OR DIGITAL PICTURE OF SERIAL AND MODEL NUMBER on outboard motor. (See Motor Section on page 2 for instructions.)
- C) COMPLETED AND SIGNED APPLICATION
- D) FEE OF \$10 for new title

## 8) WATERCRAFT - PURCHASED FROM IN- OR OUT-OF-STATE MARINE DEALER

- A) MANUFACTURER'S STATEMENT OF ORIGIN, if purchased from titling state. (See Watercraft Section on page 1 for Titling States.)
- B) BILL OF SALE, signed and notarized
- C) If purchased from a South Carolina permitted marine dealer, tax is paid to the dealer.
- D) There is a Use Tax fee required when purchasing a boat or motor from an out of state dealer. You must include the dealer invoice when submitting paperwork. If no taxes have been paid to dealer you must include the 5% tax along with your registration fee. Anything over \$6,000.00 caps at \$300.00. If you have paid a portion of the sales tax in another state and the total tax does not compute to 5% you must pay the additional percentage to one of the S.C. Department of Revenue Service Centers before submitting your paperwork to SCDNR. See a list of the Department of Revenue offices on page 4.
- E) COMPLETED AND SIGNED APPLICATION
- F) FEE OF \$40 for new registration and title
- G) LATE FEES - (See page 1 for instructions.)

## 9) OUTBOARD MOTOR - PURCHASED FROM IN- OR OUT-OF-STATE MARINE DEALER

- A) MANUFACTURER'S STATEMENT OF ORIGIN, if purchased from titling state. (Mississippi, Missouri, Ohio, Oklahoma, Texas or Utah)
- B) BILL OF SALE, signed and notarized
- C) If purchased from a South Carolina permitted marine dealer, tax is paid to the dealer.
- D) There is a Use Tax fee required when purchasing a boat or motor from an out of state dealer. You must include the dealer invoice when submitting paperwork. If no taxes have been paid to dealer you must include the 5% tax along with your registration fee. If you have paid a portion of the sales tax in another state and the total tax does not compute to 5% you must pay the additional percentage to one of the S.C. Department of Revenue Service Centers before submitting your paperwork to SCDNR. See a list of the Department of Revenue offices on page 4. There is no cap on Outboard Motors purchased separately.
- E) COMPLETED AND SIGNED APPLICATION
- F) FEE OF \$10 for new title
- G) LATE FEES - (See page 1 for instructions.)

## 10) WATERCRAFT - PURCHASE USED AND PREVIOUSLY EXEMPT FROM TITLING

- A) STATEMENT FROM SELLER explaining why the watercraft is exempt.
- B) PENCIL TRACING, if traceable OR DIGITAL PICTURE OF HULL ID NUMBER. (See Watercraft Section on page 1 for instructions.)
- C) BILL OF SALE, signed and notarized
- D) When purchasing a watercraft from an individual, you are required to pay Casual Excise Tax. The tax is 5% of the purchase price up to \$6,000.00. Anything over \$6,000.00 caps at \$300.00 Casual Excise Tax fee. Please include this fee along with your transfer fee. If purchasing from a dealer taxes are collected by dealer.
- E) COMPLETED AND SIGNED APPLICATION
- F) FEE OF \$40 for new registration and title

## 11) WATERCRAFT - HOMEMADE (A reworked manufactured boat is not considered a homemade boat)

- A) APPLICATION FOR HULL ID NUMBER, signed and notarized.
- B) COMPLETED AND SIGNED APPLICATION
- C) Submit PICTURES of the bow (port-left-starboard-right) transom of boat and of the whole boat.
- D) FEE OF \$40 for new registration and title

## 12) WATERCRAFT/OUTBOARD MOTOR - DUPLICATE OR CORRECTED TITLE

NOTE: In order to receive a duplicate or corrected title all existing liens must be satisfied.

- A) Titled owner completes and signs APPLICATION
- B) Check appropriate boxes and include fee of \$5.00 for each duplicate.

REGISTRATION AND TITLING INSTRUCTIONS (CONTINUED)

- 13) **WATERCRAFT - REGISTRATION RENEWAL**  
A) Completed APPLICATION or registration RENEWAL CARD.  
B) FEE OF \$30  
C) Late Fee of \$15 is required if your application or renewal card is not received within 30 days after registration expires.
- 14) **WATERCRAFT - DUPLICATE REGISTRATION CARD**  
A) SIGNED COMPLETED APPLICATION  
B) FEE OF \$1
- 15) **WATERCRAFT - DUPLICATE EXPIRATION DECAL  
OUTBOARD MOTOR - DUPLICATE DECAL**  
A) SIGNED COMPLETED APPLICATION  
B) Check appropriate box and include \$1 for each duplicate set of decals.
- 16) **WATERCRAFT/OUTBOARD MOTOR - FOUND/ABANDONED**  
A) To title or register a watercraft or outboard motor that has been found or abandoned a FOUND/ABANDONED BOAT/MOTOR FORM must be completed. Call Boat Titling and Registration at 803-734-3857 for information and a form.

TAX INFORMATION

You are required by Article 17, Section 12-36-1710, code of Laws of South Carolina to pay Casual Excise or Use tax. You must have a notarized bill of sale with the purchase price shown to pay the Casual Excise or Use Tax.

**CASUAL EXCISE TAX** - The fee for casual excise tax is 5% of the purchase price and has a maximum of \$300 if the boat and motor are purchased from same owner. When an outboard motor is purchased as one unit, the casual excise tax is 5% of the purchase price and has no maximum fee.

**USE TAX** is required when a watercraft or outboard motor is purchased from an out of state dealer. If tax is paid to an out of state dealer, you must visit one of the offices listed below and have them calculate the amount owed based on the fee paid. **(If you did not pay taxes out-of-state, then you submit 5% tax with the registration fee)**

TAX EXEMPT IF PURCHASED FROM IMMEDIATE FAMILY

If you acquire the watercraft or outboard motor from immediate family, you are exempt from the excise tax. **Immediate family includes:** parent, child, sister, brother, grandparent, grandchild and spouse. You must complete the exempt form on the back of the application to be exempt.

MILITARY PERSONS ARE NOT EXEMPT FROM CASUAL EXCISE OR USE TAX ON BOATS AND OUTBOARD MOTORS

You may conduct your registration and titling business in person at the two locations listed below.

S.C. DEPT. OF NATURAL RESOURCES  
1000 ASSEMBLY STREET, ROOM 104  
COLUMBIA, S.C. 29201  
TELEPHONE (803) 734-3857

S.C. DEPT OF NATURAL RESOURCES  
217 FORT JOHNSON ROAD  
CHARLESTON, S.C. 29422  
TELEPHONE (843) 953-9301

IF YOU NEED TO PAY ADDITIONAL USE TAX YOU MUST PAY IT TO ONE OF THE DEPARTMENT OF REVENUE SERVICE CENTERS SHOWN BELOW.

COLUMBIA OFFICE

301 Gervais Street  
P.O. Box 125  
Columbia, S.C. 29201  
Telephone (803)898-5788

ROCK HILL SERVICE CENTER

Business Technology Center Suite 202  
454 S Anderson Road  
P.O. Box 12099  
Rock Hill, S.C. 29730  
Telephone (803) 324-7641

GREENVILLE SERVICE CENTER

211 Century Drive, Suite 210 B  
Greenville, S.C. 29607  
Telephone (864)241-1200

FLORENCE SERVICE CENTER

1452 West Evans Street  
P.O. Box 5418  
Florence, S.C. 29502  
Telephone (843)661-4850

CHARLESTON SERVICE CENTER

3 Southpark Circle, Suite 202  
Charleston, S.C. 29407  
Telephone (843)852-3600

FOR FURTHER INFORMATION, CALL BOAT TITLING AND REGISTRATION (803)734-3857  
OR VISIT OUR WEBSITE AT WWW.DNR.STATE.SC.US